

STAT

TRAVEL REIMBURSEMENT AND PROCEDURES

The following summary of travel procedures and reimbursable costs has been prepared for use of all staff members and consultants who travel on business

I. Allowable Costs

STAT

A. Transportation

1. Train, Plane, Bus: Actual cost of tickets is allowable. Ticket stubs must be attached to the Travel Voucher. First class train accommodations, plus a roomette for night travel, may be used. Indicate rail fare and Pullman charges separately.

2. Automobile: Public transportation should be used unless unusual circumstances warrant the use of private automobiles.

If the circumstances of the trip are such that travel by automobile is in the interest of the project, reimbursement of .07 per mile plus highway tolls may be claimed.

Should a staff member travel by automobile for his personal convenience, a total allowance for mileage and tolls cannot exceed the equivalent cost of first class rail fare (i.e. Pullman ticket, excluding additional charges for a Parlor Chair seat, Roomette, etc.). A subsistence claimed in such cases cannot exceed the subsistence which would be allowed if travel were by rail. Seven cents per mile, plus tolls, will be allowed if two or more persons travel under these circumstances.

STAT

These allowances are to cover all automobile expenses.

B. Subsistence

Subsistence expenses include hotel room charges, meals, meal tips, and applicable taxes. The traveller may elect one of the following two methods for claiming reimbursement for these items:

1. Per Diem Basis: An allowance of \$9.00 per day, or major fraction thereof, may be claimed. A day in this instance is defined as a 24-hour period. The exact hours of departure and return as well as the dates must be indicated.
2. Itemization Basis: A maximum of \$12.00 per day or fraction thereof will be allowed if subsistence expenses are itemized. Claims must indicate the number of nights with total cost and the number of meals with total cost. Hotel receipts must be attached to the voucher. The hours of departure and return need not be indicated if this method of reimbursement is elected but the dates must be shown.

C. Other Expenses

1. Car Fares : Total cost of car fares is reimbursable. Indication of number of fares and total cost is sufficient unless the total cost is \$5.00 or more in which case an itemization by destination and origin is required.

2. Taxis : The cost of taxi fares and tips for business use is reimbursable. Taxis to and from meals normally are not considered a business expense.

Indication of number of fares and total cost is required. Taxi fares totaling \$5.00 or more on any one voucher must be itemized individually by origin, destination, and cost. Airport car parking charges will be reimbursed if a private automobile is used in lieu of a taxi to the airport.

Taxi tips must be included as part of taxi fares and should not be indicated under "Tips" on the vouchers.

3. Tips: Meal and taxi tips have been covered separately. Tips to railroad porters are the only other tips which are reimbursable.

4. Telephone: Expenses for business telephone calls may be claimed. An itemization by exchange called must be shown for long distance calls as well as an indication of total number of local calls and total cost. Telephone charges may not be included as part of hotel room expenses, but must be claimed as "Official Phone Calls".

-3-

5. Miscellaneous: Itemize such expenses as checking, highway tolls, etc.

D. Insurance *

STAT

[] employees travelling [] business are automatically covered by a \$25,000 world-wide group travel accident policy. Further insurance expenses are not an allowable cost.

STAT

II. Procedure

Tickets, reservations and travel advances [] may be procured from the Administrative Office on request. Unless unusual circumstances exist, travel advances cannot be given to persons []

STAT

STAT

Expenses should be reported and reimbursement claimed [] Travel Vouchers procured from and submitted to the Administrative Office in triplicate. If a travel advance exceeds the total expenses, attach a check for the difference payable to:

STAT

STAT

*Travel Insurance is not a direct cost []

STAT

January 15, 1954